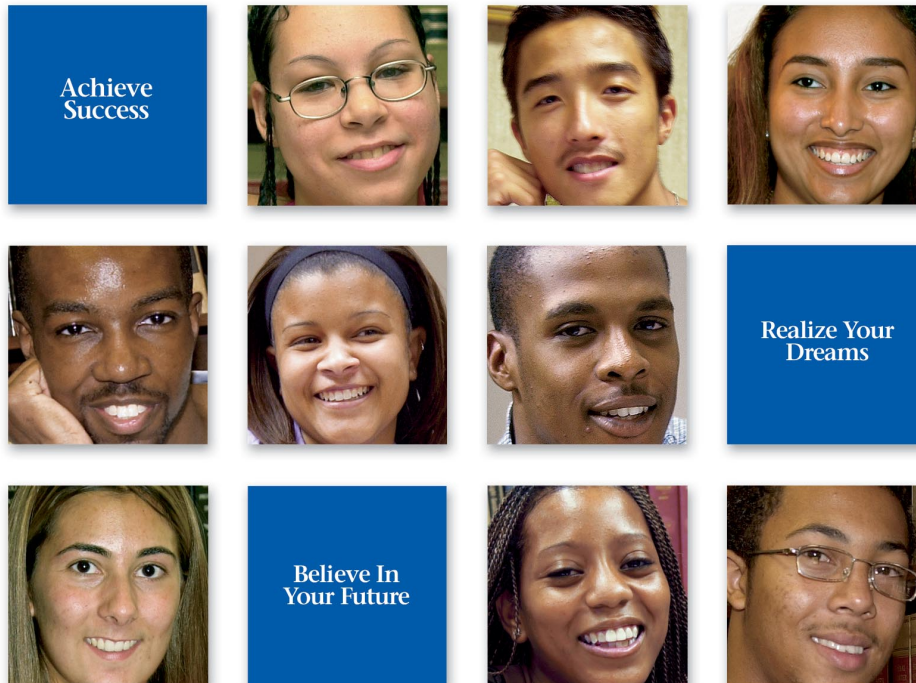# 2004

COLLEGE ENROLLMENT JULY 1, 2004 THROUGH JUNE 30, 2005

FOR NEW AND RENEWAL APPLICANTS IN 2004-2005

District of Columbia
Tuition Assistance Grant Program
Application

Achieve Success

Realize Your Dreams

Believe In Your Future

DEADLINE FOR PRIORITY PROCESSING: JUNE 4, 2004

The D.C. Tuition Assistance Grant (DCTAG) is a grant that allows eligible college students who are domiciled in the District of Columbia to attend any public institution in the nation and pay the same tuition as residents of that school's state. DCTAG pays the difference between in-state and out-of-state tuition up to $10,000 a year for five years.

Eligible college students who choose to attend private colleges or universities in the Washington D.C. metropolitan area and any private Historically Black College or University (HBCU) in the nation are eligible to receive a grant for $2,500 a year for five years.

The award amount, which is the difference between the in-state and the out-of-state tuition rate, is paid directly to the institution. The student is responsible for paying the in-state tuition amount. Students enrolled less than half-time are not eligible for the grant.

DCTAG may be used for summer school as long as the student is attending an eligible public college or university and does not exceed the $10,000 award maximum for the school year. The student must attend the same college or university for summer courses as the fall and spring terms.

Dear Applicant:

I continue to be excited about the success of the D.C. Tuition Assistance Grant program (DCTAG). Since the 2000-2001 school year the program has helped make the dream of attending college a reality for eligible D.C. residents. Since inception, DCTAG has issued over 14,000 Letters of Eligibility that provided grants totaling more than $44 million to District residents attending college.

DCTAG can open the doors to the public college or university of your choice – nationwide – at low in-state tuition rates. If you choose to attend an eligible public college or university or public Historically Black College or University (HBCU), you can receive up to $10,000 this school year. If you choose to attend any private HBCU – nationwide – or an eligible private college or university in the Washington metropolitan area, you can receive $2,500 this school year.

You cannot afford to let this opportunity pass you by. To apply for the grant, you must complete this application, include all required documents as outlined on page 3 and send everything to the DCTAG offices located at 441 4th Street, N.W., Suite 350 North, Washington, DC 20001. Remember, your application will not be considered complete until all supporting documents are received in the DCTAG office. The postcard on the back cover of the application will be mailed to you as confirmation that DCTAG has received your application.

The D.C. Tuition Assistance Grant program can help you pay for college. Take advantage of it now!

Sincerely,

Anthony A. Williams
Mayor

ELIGIBILITY WORKSHEET

Please answer the questions on this Eligibility Worksheet to find out if you qualify for DCTAG.

1) You are a citizen of the U.S. or a permanent resident of the United States, or you can qualify for an eligible citizenship status.
   ○ True   ○ False

2) If you are a male 18-25 years old, you have registered with the Selective Service and can provide proof of your registration.
   ○ True   ○ False

3) If applicable, you are in good standing with all federal student loan programs.
   ○ True   ○ False

4) You are working towards your first undergraduate degree.
   ○ True   ○ False

5) *Choose only one of the following statements (A, B, C or D):*
   A) You graduated from high school or received a GED BEFORE January 1998; were enrolled in an eligible institution as a regular student during the Spring 2002 semester AND you can provide domicile documentation for five consecutive years prior to your application for DCTAG AND intend to continually be domiciled in the District of Columbia throughout your undergraduate education.
   ○ True   ○ False

   OR

   B) You graduated from high school or received a GED AFTER January 1998 AND can provide documentation to prove domicile for at least 12 consecutive months (one year) prior to your first year in college AND intend to continually be domiciled in the District of Columbia throughout your undergraduate education.
   ○ True   ○ False

   OR

   C) You graduated from high school or received a GED AFTER January 1998 but did not attend college within three years after graduation or interrupted your college education for more than three years AND can provide documentation to prove domicile for five consecutive years prior to your application for DCTAG AND intend to continually be domiciled in the District of Columbia throughout your undergraduate education.
   ○ True   ○ False

   OR

   D) You have not graduated from high school or received a GED, but have been accepted to a DCTAG eligible college or university AND you can provide documentation to prove domicile in the District of Columbia for 5 years prior to your first year in college AND intend to continually be domiciled in the District of Columbia throughout your undergraduate education.
   ○ True   ○ False

6) You attend (or will attend) an eligible college or university as a regular student at least half-time as defined by your college or university.
   ○ True   ○ False

7) If already enrolled in an eligible college or university, you are maintaining satisfactory academic progress according to your college's or university's policy.
   ○ True   ○ False

8) You will not be incarcerated at the time you receive DCTAG funds.
   ○ True   ○ False

> **If you have answered "False" to any of these questions, you may not be eligible for DCTAG. Please call our office at (202) 727-2824 to speak with a Customer Service Representative.**

APPLICATION INSTRUCTIONS

THE DCTAG APPLICATION

The DCTAG application contains the following sections:

ELIGIBILITY WORKSHEET:

Answering the questions on the Eligibility Worksheet will help applicants determine whether or not they qualify for the DCTAG. It is an integral part of the application process and **should not** be skipped.

REQUIRED SUPPORTING DOCUMENTS:

To make the DCTAG application more user friendly, a table has been added to clearly outline the required supporting documentation for each category of applicant. We strongly suggest that legible copies of original documents be submitted with the application. Please be sure to put the applicant's name and social security number on all accompanying documents.

GLOSSARY of KEY TERMS:

This glossary is provided to define terms that may be unfamiliar to the applicant.

THE STEPS:

The core of the DCTAG application is divided into six steps. Each step contains questions that will determine the following information:

STEP ONE: General Information

STEP TWO: Independent / Dependent Status

STEP THREE: Parent/Guardian Domicile Information

STEP FOUR: Independent Applicant Domicile Information

STEP FIVE: Educational Plans

STEP SIX: Affirmation Statements

NOTES:
To provide support to the applicant, parents and/or guardians in completing this application, additional guidance is provided in the corresponding notes opposite the application pages.

CHECKLIST:
A checklist is provided to help the applicant, parents and or guardians make certain that they have reviewed the application for completeness as well as attached all pertinent supporting documents.

FREQUENTLY ASKED QUESTIONS:
This section provides answers to some of the most frequently asked questions about the DCTAG program and application completion.

COMPLETING THE DCTAG APPLICATION

Following the instructions listed below should result in a complete DCTAG application package.

1.   Read these instructions and answer all questions in STEPS 1 - 5.

     Additional guidance is provided in the corresponding notes opposite the application pages.

2.   Refer to the Supporting Documents table to determine which documents will be needed to accompany this application. Please provide legible copies of original required documents with the applicant's name and social security number on each copy. Originals that are submitted to the DCTAG office will not be returned.

     Please refer to the Glossary of Key Terms for complete definitions of Supporting Documents.

3.   Sign and date the Affirmation Statements in STEP 6.

4.   Mail or deliver the completed application along with required supporting documents to the DCTAG office located at 441 4th Street, N.W., Suite 350 North, Washington, DC 20001 by June 4, 2004 for priority processing.

**Your DCTAG application is not considered complete until the DCTAG office receives
ALL required supporting documents.**

Just like FAFSA, DCTAG must be renewed for each school year.

Please place applicant's name and social security number on the top of legible document copies. Original documents submitted to DCTAG will NOT be returned.

STUDENT STATUS	Certified D40 Tax Returns[1]	Two current utility bills[2] (less than 45 days old)	Social Security Card	Diploma or Transcript
2004 Graduates • D.C. Public High School • D.C. Public Charter School	No	Yes	Yes	No
2004 Graduates • Private High Schools • Parochial High Schools • GED Recipients	Yes 2003	Yes	Yes	Yes 1. HS Diploma 2. GED certificate
Renewal Applicants	Yes 2003	Yes	No	No
First- time applicants graduated from high school / GED in **2001, 2002** and **2003 AND HAVE NOT** previously attended college	Yes 2003	Yes	Yes	Yes 1. HS Diploma 2. GED certificate
First- time applicants graduated from high school / GED in **2001**, **2002** and **2003 AND** have previously attended college	Yes From the year before freshman year in college to 2003	Yes	Yes	Yes 1. HS Diploma 2. GED certificate 3. Official transcripts from all colleges or universities attended
First- time applicants graduated from high school / GED in **1998**, **1999** or **2000 AND** did not attend college within three years or have interrupted their college education for more than three years	Yes 1999 - 2003	Yes	Yes	Yes 1. HS Diploma 2. GED certificate 3. Official transcripts from all colleges or universities attended
First time applicants graduated from high school / GED **BEFORE** 1998	Yes 1999 - 2003	Yes	Yes	Yes 1. H.S. Diploma 2. Official transcript for spring 2002 from a DCTAG eligible college or university
Applicants without a high school diploma or GED who have been accepted into an eligible college or university	Yes 1999 - 2003	Yes	Yes	Yes 1. H.S. Transcript 2. Letter of Acceptance from a DCTAG eligible college or university

[1] If the applicant has income from public sources, copies of documents showing the receipt of financial assistance from the District of Columbia government including financial assistance for housing or TANF for the current and preceding year (if applicable) should be submitted in lieu of certified tax returns. If the applicant is a ward or dependent of the D.C. courts, an original letter verifying residency on official agency letterhead is required.

[2] Bank statements, mortgage statements or pay stubs (for two different pay periods) reflecting current address and District of Columbia withholding taxes will be accepted in lieu of utility bills.

GLOSSARY OF KEY TERMS

CERTIFIED D40 TAX RETURN: A certified copy of a D40 tax return will bear the stamp and staff signature of the Office of Tax and Revenue (OTR). A D40 that is stamped and signed indicates that OTR has completed the review and processing of the tax return. The certified D40 tax return provides solid evidence that helps to determine District of Columbia domicile.

DEFAULT: Failure to repay a federal educational loan according to the terms included in the promissory note or to return a refund on grants previously received under Title IV.

DEPENDENT STUDENT: An applicant whose parent or guardian has not surrendered the right to the applicant's care, custody, and earnings. It can also mean an applicant who receives over 50 percent of annual financial support from a parent, guardian, spouse or other person.

D40: A D.C. tax return filed by District residents. A Schedule S accompanies the D40 when the filer has claimed dependents.

DOMICILE: The current fixed place of residence to which the applicant returns following temporary absences and intends to reside indefinitely.

ELIGIBLE COLLEGE OR UNIVERSITY: Any public college or university in the nation (except for the District of Columbia) where D.C. residents can receive in-state tuition rates. Private colleges in the D.C. metropolitan area and all private Historically Black Colleges or Universities (HBCUs) are also eligible institutions.

FAFSA: Free Application for Federal Student Aid. This form allows students to apply for federal and state student grants,

work-study and loans. There is no charge to obtain or submit a FAFSA. To obtain a FAFSA call (800) 433-3243 or go online to www.fafsa.ed.gov.

HALF-TIME: Most institutions measure half-time enrollment by hours per term. Normally, half-time is approximately six credit hours. Contact your college or university to confirm specific half-time enrollment qualifications.

HBCU: Historically Black College or University

INCARCERATED: Serving a criminal sentence in a federal or state penitentiary, prison, jail, reformatory, work farm, or other similar correctional institution. For the purposes of the DCTAG, residence in a halfway house, home detention, or sentencing that is carried out only on weekends is not considered incarceration.

INDEPENDENT STUDENT: A student who meets any of the following criteria: 24 years old or older, married, has children or dependents who receive substantial financial support from them, a ward of the court, or a veteran of the US armed forces.

GUARDIAN: A person who provides the care, custody and responsibility to another person.

PARENT: The natural or adoptive mother or father.

PRIORITY PROCESSING DEADLINE: The date by which an application should be received by DCTAG so that it can be processed and a Letter of Eligibility can be issued prior to the beginning of the fall term of a school year. For the 2004-2005 school year the priority-processing deadline is June 4, 2004.   After that date, your application will be handled on a first-come, first-serve basis.

PROPRIETARY COLLEGE OR UNIVERSITY: A private, for-profit educational institution located in the state.

REGULAR STUDENT: An individual who is enrolled in an institution to obtain an undergraduate degree or certificate and is eligible to receive federal student aid.

SATISFACTORY ACADEMIC PROGRESS: An academic standing based on grade point average that meets a college's or university's requirements.

SCHEDULE S: Filed with the D40, the Schedule S lists the filer's dependents and their Social Security numbers.

SUBSTANTIAL FINANCIAL SUPPORT: Greater than half of a person's total financial support.

SUPPORTING DOCUMENTS: Any additional information that supports an applicant's claim of District domicile, dependency status, etc. For purpose of completing the 2004 DCTAG application, supporting documents include, but are not limited to:

a) Certified D40 Tax Returns: A certified copy of your (or your parents / guardians) D40 tax returns will bear the stamp and staff signature from the D.C. Office of Tax and Revenue (OTR). A certified return indicates that OTR has reviewed and processed the tax return.

If you or your parent / guardian need assistance with completing 2003 tax returns, please go online to http://cfo.dc.gov/etsc/main.shtm or call (202) 727-4TAX (727-4829). There is a fee for this service.

b) Individuals who are not required to file DC tax returns (for example, people who are retired, unemployed, on public assistance or disabled) must provide original documents, including official agency letters reflecting receipt of these public sources of income.

c) Two Utility Bills: These bills must be current (no older than 45 days) and contain the name and address of the appli-cant (if independent) or parent / guardian / spouse (if applicant is dependent).   DCTAG will accept bills , for resi-dential service only, from the following utility providers: gas, electric, water, telephone or cable.

In cases where utility costs are included in the monthly rental fees, DCTAG will accept a copy of a current lease for the address stated in Step One questions 4-8 or a notarized letter from the rental/leasing agency that substantiates this arrangement.

d) Pay Stubs: These statements must reflect separate pay peri-ods. They must also show the name and address of the applicant (if independent) or the parent/guardian/spouse if the applicant is independent and the withholding of District of Columbia income taxes.

e) Social Security Card: The applicant must provide a copy of an original signed card issued from the Social Security Administration. To get or replace an original number and card, you'll need to complete an *Application for a Social Security Card* (Form SS-5), and show documents that prove your age, identity, U.S. citizenship or lawful alien status.

To get an application via:

• Internet: www.socialsecurity.gov/online/ss-5.html

• Phone: (800) 772-1213.

• In person: visit a local office.

Remember, there is no charge to get a Social Security card. This is a **FREE** service.

f) Diploma or Transcript: Diplomas or certificates from high school or GED courses are required for students who grad-uated after 1998. For students who graduated before 1998, the transcript must be from an eligible college or university for the Spring 2002 semester.

TANF: Temporary Assistance for Needy Families. Also known as public assistance.

WARD: A division of a city or town, especially an electoral district, for administrative and representative purposes.

FILLING OUT THE D.C. TUITION ASSISTANCE GRANT PROGRAM APPLICATION:

➤ Pink is for student information and Purple is for parent / guardian / spouse information.

➤ Use black or blue ink and fill in ovals completely. **Correct** ⬬ **Incorrect** ✓ ✗

➤ Print clearly in CAPITAL letters and skip a box between words:

| 1 | 5 | | U | P | S | H | U | R | | S | T | R | E | E | T | | N | W |

Let's Get Started!

STEP ONE:

Notes for questions 1-3:
Please provide your legal name as it appears on your signed social security card.

Notes for questions 4-8:
The permanent address provided should match the D40 and/or required supporting documents as outlined in the Instructions section.

Notes for question 9:
If you do not know which ward you live in, please call the Board of Elections at (202) 727-2525.

Notes for question 12:
Providing a valid email address is very important. DCTAG uses the address provided to send updates and important notices periodically.

Notes for question 13:
This number must match the number on your signed social security card. If you lost your social security card, or need a replacement, contact the Social Security Administration.

Telephone: (800) 772-1213
            (Monday – Friday / 7:00 a.m. – 7:00 p.m.)
Website: www.ssa.gov/ssnumber/

Notes for question 16:
For males (18-25), **please provide proof of selective service registration with this application**. If you need

to register with the selective service, you may do so on-line. Website: www.sss.gov

Notes for question 18:
If you are an eligible noncitizen, write in your eight or nine digit Alien Registration Number. Generally, you are an eligible noncitizen if you are: (1) a U.S. permanent resident and you have an Alien Registration Receipt Card (I-551); (2) a conditional permanent resident (I-551C); or (3) an other eligible noncitizen with an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: "Refugee," "Asylum Granted," "parolee" (I-94 confirms paroled for a minimum of one year and status has not expired), or "Cuban-Haitian Entrant."

Please attach a copy of your alien registration receipt card to this application.

If you are in the U.S. on an F1 or F2 student visa, or a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations), you must fill in oval c. If you are neither a citizen nor an eligible noncitizen, you are not eligible for a DCTAG grant. However, you may be eligible for college aid.

GENERAL INFORMATION

* Did you receive a Letter of Eligibility from the DCTAG AND attend a DCTAG eligible college or university during the 2003-2004 academic year? ❑ Yes ❑ No

PLEASE PRINT CLEARLY

STEP ONE: PLEASE ANSWER QUESTIONS 1-30.

1. LAST NAME

2. FIRST NAME

3. MI

4. PERMANENT ADDRESS - # & STREET

5. APT.

6. CITY

7. STATE

8. ZIP CODE

9. WARD

10. HOME PHONE NUMBER

11. CELL PHONE NUMBER

12. EMAIL ADDRESS

13. SOCIAL SECURITY NUMBER

14. DATE OF BIRTH

1 9

month   date   year

15. GENDER ◯ Female ◯ Male

16. If male, (18-25) have you registered for selective service as required? ◯ Yes ◯ No

17. WHAT IS YOUR MARITAL STATUS AS OF TODAY? Please choose only one.
◯ Single/Widowed   ◯ Married   ◯ Divorced/Separated

18. ARE YOU A U.S. CITIZEN? Please choose one.
◯ Yes, I am a U.S. citizen. Skip to question 20.
◯ No, but I am an eligible noncitizen. Fill in question 19.
◯ No, I am not an eligible noncitizen. **STOP! You are not eligible for DCTAG.**

19. ALIEN REGISTRATION NUMBER

A

20. ARE YOU REGISTERED TO VOTE IN THE DISTRICT OF COLUMBIA? ◯ Yes ◯ No

21. DO YOU HAVE A VALID DRIVER'S LICENSE? ◯ Yes ◯ No   IF NO, SKIP TO QUESTION 25.

22. DRIVER'S LICENSE NUMBER

23. STATE

24. EXPIRATION DATE

2 0

month   date   year

25. IF YOU HAVE OR WILL OBTAIN A HIGH SCHOOL DIPLOMA, WHAT HIGH SCHOOL DID OR WILL YOU GRADUATE FROM?
SCHOOL   CITY   STATE

26. MONTH / YEAR YOU RECEIVED OR WILL RECEIVE YOUR HIGH SCHOOL DIPLOMA OR GED

/

month   year

27. HIGHEST GRADE LEVEL YOUR FATHER COMPLETED:
◯ Middle/ Jr. High School ◯ High School ◯ Some College ◯ College ◯ Ph.D or Professional Degree

28. HIGHEST GRADE LEVEL YOUR MOTHER COMPLETED:
◯ Middle/ Jr. High School ◯ High School ◯ Some College ◯ College ◯ Ph.D or Professional Degree

29. HOW DID YOU HEAR ABOUT DCTAG?
◯ HS Counselor ◯ Teacher ◯ DC CAP ◯ Parent ◯ Church ◯ EOC/CIC ◯ Radio ◯ Television
◯ Friend ◯ Newspaper ◯ Metro Ad ◯ Internet ◯ Other _____

30. WHERE DID YOU OR THE PERSON WHO GAVE YOU THIS APPLICATION GET IT?
◯ Mail ◯ Internet ◯ School ◯ DC CAP ◯ DCTAG Office ◯ Library ◯ Church
◯ EOC/CIC ◯ Congressional Office ◯ Other_____

STEP TWO:

Notes for questions 31-35:

Answering questions 31-35 enables DCTAG to determine whether the applicant will be considered dependent or independent for purposes of this program. If the applicant answers "No" to every question in Step Two, the parent(s), guardian(s), or spouse of the applicant must provide answers to the questions in STEP THREE.

For purposes of DCTAG, you are a dependent student if you receive over 50 percent of your annual financial support from a parent, guardian, spouse or other person. In most circumstances, the person upon whom you are dependent should list you on the Schedule S of their D.C. tax returns (D40).

If the applicant answers "Yes" to any question in Step Two, they must answer the questions in Step Four (skipping Step Three).

An independent student provides over 50 percent of their own financial support and cannot be claimed on anyone else's (D40) tax return (Schedule S) for the qualifying years necessary for this grant.

Notes for question 36

Answer "No" (you are not a veteran) if you:

(1) have never engaged in active duty in the U.S. Armed Forces;

(2) are currently an ROTC student or a cadet or midshipman at a service academy, or

(3) are a National Guard or Reserves enlistee activated only for training.

(4) are currently serving in the U.S. Armed Forces and will continue service through June 30, 2005.

Answer "Yes" (you are a veteran) if you:

(1) have engaged in active duty in the U.S. Armed Forces (Army, Navy, Air force, Marines, or Coast Guard) or are a National Guard or Reserve enlistee, who was called to active duty for purposes other than training, or were a cadet or midshipman at one of the service academies, and

(2) were released under a condition other than dishonorable.

(3) are not a veteran now but will be one by June 30, 2005.

STEP TWO: ALL QUESTIONS IN THIS STEP **<u>MUST</u>** BE ANSWERED.

31. Were you born before January 1, 1981?   ⬭ Yes   ⬭ No

32. As of today, are you married?   ⬭ Yes   ⬭ No

33. Do you have children who receive more than half of their support from you?   ⬭ Yes   ⬭ No

34. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2005?   ⬭ Yes   ⬭ No

35. Are you, or were you, a ward or dependent of the court?   ⬭ Yes   ⬭ No

36. Are you a veteran of the U.S. Armed Forces?   ⬭ Yes   ⬭ No

※▶ **If the applicant answered "No" to every question in Step Two, go to Step Three.**

※▶ **If the applicant answered "Yes" to any question in Step Two, skip Step Three and go to Step Four.**

STEP THREE:

The following documents are required as proof of domicile:

- A copy of your parent(s), guardian(s) or spouse's certified District of Columbia 2003 Tax Return (D40).

  The Schedule S of the D40 must list the applicant as a dependent.

To obtain a certified copy of your D40 tax return(s), you should call or visit the D.C. Office of Tax and Revenue (OTR) located at:

> Customer Service Center
> 941 North Capitol Street, N.E.
> (202) 727-4TAX

> Office Hours: Monday – Friday
>   8:15 a.m. – 4:30 p.m.

> *Certified copies of D40 tax return are usually available within two days after the tax filer receives a tax refund or within 3-4 days after a tax bill is issued. There is a fee for this service.*

- Copies of two current utility bills (no older than 45 days) that reflect the **name and address** of the person providing answers to the questions in STEP THREE. DCTAG will accept bills for residential service only, from the following utility providers: gas, electric, water, telephone or cable.

  In cases where utility costs are included in the monthly rent, DCTAG will accept a copy of a current lease for the address stated in Step One questions 4-8 or a notarized letter from the rental/leasing agency that verifies this arrangement.

  OR

- Copies of two earnings and leave statements (pay stubs) that reflect separate pay periods, and shows the name and address of the person

providing the answers to the questions in STEP THREE and the withholdings of District of Columbia income taxes.

In cases where District taxes are not required due to the receipt of public assistance, unemployment, retiree or disability as sources of income, acceptable documents include official agency letters reflecting receipt of these public sources of income.

> **Filing District taxes late, or not properly filing extensions will delay your ability to complete the DCTAG application.**

Have questions? Need help? Please contact your counselor for assistance, or visit our website www.tuitiongrant.dc.gov.

STEP THREE: DOMICILE INFORMATION FOR DEPENDENT APPLICANTS
THE PERSON THROUGH WHOM THE APPLICANT ESTABLISHES DOMICILE MUST COMPLETE THIS STEP IF THE APPLICANT ANSWERED "NO" TO ALL QUESTIONS IN STEP TWO.

PLEASE PRINT CLEARLY

37. LAST NAME

38. FIRST NAME

39. MI

40. PERMANENT ADDRESS - # & STREET

41. APT.

42. CITY

43. STATE

44. ZIP CODE

45. WARD

46. HOME PHONE NUMBER

47. WORK PHONE NUMBER

48. CELL PHONE NUMBER

49. EMAIL ADDRESS

50. SOCIAL SECURITY NUMBER

51. WHAT IS YOUR MARITAL STATUS AS OF TODAY? Please choose only one.
○ Single/Widowed   ○ Married   ○ Divorced/Separated

52. RELATIONSHIP TO APPLICANT:
_____

53. ARE YOU A U.S. CITIZEN? Please choose one.
○ Yes, I am a U.S. citizen. Skip to question 55.
○ No, but I am an eligible non-citizen. Fill in question 54.
○ No, I am not an eligible noncitizen.

54. ALIEN REGISTRATION NUMBER
A

55. ARE YOU REGISTERED TO VOTE IN THE DISTRICT OF COLUMBIA?   ○ Yes ○ No

56. DO YOU HAVE A VALID DRIVER'S LICENSE?   ○ Yes ○ No   IF NO, SKIP TO QUESTION 60.

57. DRIVER'S LICENSE NUMBER

58. STATE

59. EXPIRATION DATE
2 0
month   date   year

60. LENGTH OF RESIDENCE AT THIS ADDRESS
IF FIVE YEARS OR MORE SKIP TO QUESTION 62.
month - date - year   TO   month - date - year

61. IF LENGTH OF RESIDENCE IS LESS THAN 5 YEARS, PLEASE LIST ALL RESIDENCES FOR THE LAST 5 YEARS.
Address (Street address, city, state):

Address (Street address, city, state):	Dates: From:	To:
_____	_____/_____ month / year	_____/_____ month / year
_____	_____/_____ month / year	_____/_____ month / year
_____	_____/_____ month / year	_____/_____ month / year
_____	_____/_____ month / year	_____/_____ month / year
_____	_____/_____ month / year	_____/_____ month / year

62. DO YOU RENT OR OWN YOUR RESIDENCE IN DC?   ○ RENT   ○ OWN (PLEASE CHOOSE ONE)

63. WHAT STATE DID YOU FILE YOUR STATE INCOME TAXES FOR THE LAST FIVE YEARS? PLEASE CHECK THE DEPENDENT BOX FOR EVERY YEAR THE APPLICANT WAS CLAIMED AS A DEPENDENT ON YOUR D40.
a. If you did not file a D40 at all in any of the years listed, explain why you did not file.
b. If you did not claim the applicant as a dependent in any of the years listed, explain why:

Year	State	Dependent	
1999	_____	❏	_____
2000	_____	❏	_____
2001	_____	❏	_____
2002	_____	❏	_____
2003	_____	❏	_____

STEP FOUR:

The following documents required as proof of domicile:

• A copy of your certified District of Columbia 2003 Tax Return (D40)
• Copies of your certified District of Columbia Tax Return (D40) for the last five years (if applicable)

To obtain a certified copy of your D40 tax return(s), you should call or visit the DC Office of Tax and Revenue (OTR) located at

    Customer Service Center
    941 North Capitol Street, N.E.
    (202) 727-4TAX

    Office Hours: Monday – Friday
                    8:15 a.m. – 4:30 p.m.

Certified copies of D40 tax return are usually available within two days after the tax filer receives a tax refund or within 3-4 days after a tax bill is issued. There is a fee for this service.

• Copies of two current utility bills (no older than 45 days) that reflect the **name and address** of the independent applicant providing answers to the questions in STEP FOUR. DCTAG will accept bills for residential service only, from the following utility providers: gas, electric, water, telephone or cable.

In cases where utility costs are included in the monthly rent, DCTAG will accept a copy of a current lease for the address stated in Step One questions 4-8 or a notarized letter from the rental/leasing agency that verifies this arrangement.

OR

• Copies of two earnings and leave statements (pay stubs) that reflect separate pay periods, and shows the name and address of the independent applicant providing the answers to the questions in STEP FOUR and the withholdings of District of Columbia income taxes.

If the applicant is a ward or dependent of the D.C. courts, an original letter verifying residency on official agency letterhead is required.

In cases where District taxes are not required due to the receipt of public assistance, unemployment, retiree or disability as sources of income, acceptable documents include official agency letters reflecting receipt of these public sources of income.

> **Filing District taxes late, or not properly filing extensions will delay your ability to complete the DCTAG application.**

STEP FIVE:

> **You are not eligible to receive DCTAG if you have already obtained a baccalaureate degree.**

Notes for question 72 and 73:

Enrollment classification is unique for each college or university. Please consult your college's or university's student handbook for official terms and definitions.

Sidebar: P L E A S E   P R I N T   C L E A R L Y

STEP FOUR: INDEPENDENT APPLICANTS MUST COMPLETE THE QUESTIONS IN THIS SECTION

To be completed by applicants who have answered "YES" to ANY question in STEP TWO.

64. LENGTH OF TIME AT THE RESIDENCE SHOWN IN QUESTIONS 4-9. IF FIVE YEARS OR MORE SKIP TO QUESTION 66.
☐☐ - ☐☐☐☐ (month - year) TO ☐☐ - ☐☐☐☐ (month - year)

65. IF LENGTH OF TIME AT THIS RESIDENCE IS LESS THAN 5 YEARS, PLEASE LIST ALL RESIDENCES FOR THE LAST 5 YEARS.
Address (Street address, city, state):   Dates: From: (month/year)   To: (month/year)

66. DO YOU RENT OR OWN YOUR RESIDENCE IN DC? ○ RENT ○ OWN (PLEASE CHOOSE ONE)

67. WHAT STATE DID YOU FILE YOUR STATE INCOME TAXES FOR THE LAST FIVE YEARS? PLEASE CHECK THE DEPENDENT BOX FOR EVERY YEAR THAT YOU WERE CLAIMED AS A DEPENDENT ON YOUR PARENT(S) OR GUARDIAN(S) D40.

Year | State | Dependent
1999 ____ ☐ _____
2000 ____ ☐ _____
2001 ____ ☐ _____
2002 ____ ☐ _____
2003 ____ ☐ _____

STEP FIVE: ALL APPLICANTS MUST ANSWER QUESTIONS 68-73

68. IS THIS YOUR FIRST TIME IN COLLEGE? ○ YES ○ NO IF YES, SKIP TO QUESTION 70.

69. PLEASE LIST THE COLLEGES AND/OR UNIVERSITIES YOU HAVE PREVIOUSLY ATTENDED.
Address (Street address, city, state):   Dates: From: (month/year)   To: (month/year)

70. WHEN DID YOU START, OR EXPECT TO START YOUR FRESHMAN YEAR? ____/____ (month year)

71. COLLEGES OR UNIVERSITIES YOU ARE MOST LIKELY TO ATTEND DURING THE 2004-2005 SCHOOL YEAR?
Name of college/university: Location:
#1 Choice: _____ City/State: _____
#2 Choice: _____ City/State: _____
#3 Choice: _____ City/State: _____

72. YOU EXPECT TO ENTER THE **2004-2005** SCHOOL YEAR AS A COLLEGE: ○ Freshman ○ Sophomore ○ Junior ○ Senior

73. DO YOU EXPECT TO ATTEND COLLEGE AT LEAST HALF-TIME FOR ANY TERM DURING THE 2004-2005 SCHOOL YEAR?
○ Yes ○ No

CHECKLIST

PRIORITY PROCESSING DEADLINE: June 4, 2004

☐ **D**ate and sign all required documents. DCTAG will only accept applications with original signatures.

☐ **C**ompletely read the INSTRUCTIONS section, answer ALL of the questions found in STEPS 1 – 6 and fill out the postcard on the inside back cover
- Use black or blue ink and fill in the ovals completely
- Print clearly in CAPITAL letters
- Pink is for applicant information and Purple is for parent/guardian/spouse information

☐ **T**ax documents **MUST BE** certified by the D.C. Office of Tax & Revenue
941 North Capitol Street, N.E. - 1st Floor
(202) 727-4TAX
Individuals who are not required to file D.C. tax returns must provide official agency letters reflecting receipt of public sources of income. Wards or dependents of the D.C. courts must provide an original letter verifying residency on official agency letterhead.

☐ **A**ttach copies of all necessary supporting documents as required for your student status.

☐ **G**o to the post office and mail the completed DCTAG application (STEPS 1-6) and all required supporting documents by **June 4, 2004** for priority processing.

DC Tuition Assistance Grant Program

441 4th Street, N.W. – Suite 350 North

Washington, DC 20001

WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?

1) DCTAG will send you the postcard you completed on the inside back cover of this application. When you receive this postcard, it is confirmation that your application has been received. Further review will determine whether or not additional information is required.

2) If additional information is needed to determine eligibility, you will be sent a letter requesting further information.

3) Once all information has been received and the review process is complete, DCTAG will send you an eligibility determination letter.

4) If you receive a Letter of Eligibility (commonly referred to as a LOE) that states you are eligible for the grant, you must send the original LOE to the financial aid office of the college or university you will attend.

5) The college or university will send an invoice to the DCTAG office for the difference between the in-state and out-of-state tuition rates after the add/drop period for each semester. *Please remember that you are responsible for the in-state tuition charges.*

6) The DCTAG office will send the grant funds **directly to your college or university upon receipt of an invoice**. This process usually takes 30 business days.

7) If you receive a Letter of Ineligibility (commonly referred to as a LOI) that states you are not eligible for the grant, the reasons will be clearly outlined and you will be given information about the appeal process.

STEP SIX: ALL APPLICANTS AND PARENTS, GUARDIANS OR SPOUSE OF DEPENDENT APPLICANTS **MUST** SIGN AND DATE THIS PAGE EVEN IF A CERTIFIED **D40** IS NOT REQUIRED.

I do hereby affirm the following:

1. I am domiciled in the District of Columbia and it is my intention to continue to be domiciled in the District of Columbia;

2. I have not received my first undergraduate baccalaureate degree;

3. I am not in default on any loan made or guaranteed under Title IV of the Higher Education Act of 1965, and do not owe a refund on funds previously received under such Title or I have made satisfactory arrangements for repayment;

4. If I am a male 18-25 years of age, I have registered with the Selective Service;

5. All information provided on this form and the attachments are accurate, complete and true to the best of my knowledge; and,

6. I understand that knowingly providing false information may disqualify me from consideration for the District of Columbia Tuition Assistance Grant (DCTAG) and will make me subject to criminal and other penalties in accordance with Federal and District of Columbia laws.

_____   _____

Applicant Signature   Date

The parent, guardian, or spouse of dependent applicants MUST sign the bottom of this page even if they have not or will not be required to submit a D.C. tax return (D40).

I do hereby affirm that the domicile of the applicant may be established through me because:

1. I am the applicant's parent, guardian, spouse, or other person that provides more than 50 percent of the applicant's financial support;

2. I am domiciled in the District of Columbia and it is my intention to continue to be domiciled in the District of Columbia; and,

3. I am a parent, guardian or spouse of the dependent applicant and I have attached a certified copy of my DC tax return (D40) with a Schedule S that reflects the applicant as my dependent for all qualifying years.

or

4. I am a parent, guardian or spouse of a dependent applicant and I am not required to file a DC tax return (D40). I have attached official agency letters reflecting receipt of public assistance, TANF, social security, and/or disability benefits.

_____   _____

Parent's, Guardian's or Spouse's Signature   Date

By signing this application you agree, if asked, to provide information that will verify the accuracy of this completed application. This information may include your federal or state income tax returns. Also, you certify that you understand that Director of the District of Columbia Tuition Assistance Grant Program has the authority to verify information reported on this application with the D.C. Office of Tax and Revenue and other federal or local agencies. If you purposely give false or misleading information, you may be fined, sent to prison, or both.

FREQUENTLY ASKED QUESTIONS

IS THERE A DEADLINE TO APPLY FOR DCTAG?
If you want to receive a Letter of Eligibility (LOE) prior to the beginning of the Fall 2004 term, you must submit a completed and signed application along with the required supporting documents to the DCTAG office by **June 4, 2004**. If you submit your application after that date, it will be handled on a first-come first-serve basis.

AM I ELIGIBLE FOR DCTAG?
Please answer the questions on the Eligibility Worksheet to find out if you can qualify for the DCTAG.

WHAT IS AN ELIGIBLE COLLEGE OR UNIVERSITY?
1) Any public college or university in the nation that has separate tuition rates for in-state and out-of-state applicants. The University of the District of Columbia is not an eligible university because District residents already pay the in-state tuition rate.

2) Private colleges or universities in the Washington metropolitan area, including the District of Columbia; the cities of Alexandria, Falls Church and Fairfax; and the counties of Arlington, Fairfax, Montgomery, and Prince George's.

3) Any private or public Historically Black College or University (HBCU) nationwide.

> **Proprietary colleges or universities and private colleges or universities outside the Washington metropolitan area are NOT eligible to receive DCTAG funds.**

Visit the DCTAG website at www.tuitiongrant.dc.gov for a complete listing of participating colleges and universities.

If your college or university is not listed, please have them contact our offices (202) 727-2824 to obtain a Participation Agreement.

WHY IS D.C. TAX INFORMATION REQUIRED?
The certified D.C. tax return (D40) provides solid evidence that helps us to determine your District of Columbia domicile.

If you are a dependent applicant, you must be listed on the Schedule S form of the D40 of your parent / guardian / spouse or other person who provides the majority of your financial support.

If you are an independent applicant, your certified D40 shows us that you are domiciled in the District.

WHAT IS A CERTIFIED TAX RETURN?
The D.C. Tuition Assistance Grant program will ONLY accept a D.C. Office of Tax and Revenue (OTR) certified copy of D40 tax returns. A certified copy from that office bears the stamp and staff signature indicating that OTR has completed the review and processing of the tax return.

Processed tax information is generally available from the D.C. Office of Tax and Revenue within 2 days after the tax filer has received their tax refund, or 3-4 days following the date that a tax bill has been issued to the tax filer.

WHERE DO I OBTAIN A CERTIFIED D40 TAX RETURN?
> **DC Office of Tax and Revenue**
> **Customer Service Center**
> **941 North Capitol Street, N.E.**
> **(Union Station Red Line metro stop /across from Gonzaga High School)**
> **(202) 727-4TAX**

Office Hours: **Monday – Friday**
8:15 a.m. – 4:30 p.m.

You should inform the customer service representative that you are obtaining certified tax information to complete the D.C. Tuition Assistance Grant application. There is a fee to obtain certified copies for each tax year requested.

WHAT IF I AM NOT REQUIRED TO FILE DC TAXES?
Individuals who are not required to file DC tax returns (for example, people who are retired, unemployed, on public assistance or disabled) must provide original documents, including official agency letters reflecting receipt of these public sources of income.

If the applicant is a ward or dependent of the D.C. courts, a letter verifying residency with a notarized signature on official agency letterhead is required.

WHAT IF MY CONTACT OR SCHOOL INFORMATION CHANGES?
You must notify DCTAG in writing within 10 business days of any changes regarding the following information:
1. Your address or telephone number
2. The address or telephone number of the person to whom you are financially dependent.
3. Name of the college or university you will attend.

> **Failure to submit these changes will delay payment of DCTAG funds to your college or university.**

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code Section 2-1401et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

Information on the Privacy Act and use of your Social Security Number

We use the information that you provide on this form to determine if you are eligible to receive the DC Tuition Assistance Grant. Disclosure of your social security number is voluntary. The number is being requested pursuant to sections 3(f)(2) and 5(e)(2) of the District of Columbia College Access Act, approved November 12, 1999, Pub. L. 106-99. It is used for identification purposes and verification of information relative to determining the applicant's eligibility for this grant.

Therefore, we may disclose the information that you provide on this form to your parent(s), spouse, or legal guardian, educational college or university, colleges, universities, federal and state agencies, and other agencies under computer matching programs that have been authorized to assist us in administering this program.

District of Columbia Certification

By submitting this application, you are giving the DC Tuition Assistance Grant Program permission to verify any statement or information provided on and with this form. Whoever makes or presents to any officer or employee of the District of Columbia government, or to any department or agency thereof, any claim upon or against the District of Columbia, or any department or agency thereof, knowing such claim to be false, fictitious, or fraudulent, shall be imprisoned not more than one year and assessed a fine of not more than $100,000 for each violation.

## NEED MORE HELP?

Contact any of these agencies to help you prepare for college enrollment, or for financial aid guidance:

* DC College Access Program (DC CAP)
Main Office
1029 Vermont Avenue, N.W.
Suite 500
Washington, DC 20005
(202) 783-7933

* The Educational Opportunity Center
1233 20th Street, N.W. – Suite 600
Washington, DC 20036
(202) 822-5180

* The Greater Washington College Information Center
Martin Luther King Jr. Library
901 G Street, N.W. – Room 313
Washington, DC 20001
(202) 393-1100

You're Going To College!

The DC Tuition Assistance Grant Program can help you get there.

Achieve Success

Realize Your Dreams

Believe In Your Future
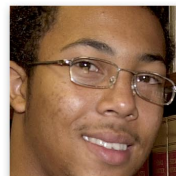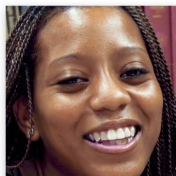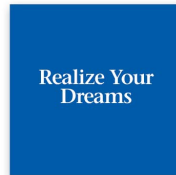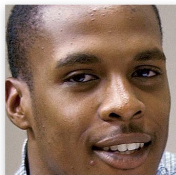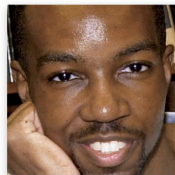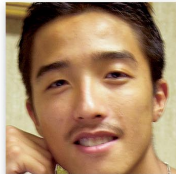
THE D.C. TUITION ASSISTANCE GRANT PROGRAM

HAS RECEIVED YOUR APPLICATION AND IS

REVIEWING IT TO DETERMINE YOUR ELIGIBILITY

FOR THE UPCOMING ACADEMIC YEAR.

WE WILL NOTIFY YOU WITHIN 30 BUSINESS

DAYS OF THE RESULTS OF OUR REVIEW.

THANK YOU FOR APPLYING FOR DCTAG.